

DISCOVERY WORLD		Human Resources Management POLICIES & PROCEDURES	
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HIV/AIDS WORKPLACE POLICIES AND PROGRAMS			

OBJECTIVE

DWC recognizes the magnitude and severity of the development of HIV/AIDS epidemic worldwide. In compliance with RA 8504 which recognizes workplace-based programs as a powerful tool in addressing HIV/AIDS as an international pandemic, this company policy is issued for the information and guidance of employees in the diagnosis, treatment and prevention, as well as the non-discrimination of HIV/AIDS in the workplace.

This policy also seeks to significantly reduce, if not totally eliminate, the stigma attached to HIV/AIDS and ensures that the workers' rights against discrimination and confidentiality is maintained.

I. IMPLEMENTING STRUCTURE

DWC's HIV/AIDS Program will be managed by the Company's respective health and safety committee consisting of representatives from the different departments.

II. BASIC INFORMATION ON HIV/AIDS

What is HIV/AIDS?

It is a disease caused by a virus called HIV (Human Immunodeficiency Virus). This virus slowly weakens a person's ability to fight off other diseases by attaching itself to and destroying important cells that control and support the human immune system.

How is HIV/AIDS transmitted?

- Unprotected sex with an HIV infected person;
- From an infected mother to her child (during pregnancy, at birth through breast feeding);
- Intravenous drug use with contaminated needles;
- Transfusion with infected blood and blood products; and
- Unsafe, unprotected contact with infected blood and bleeding wounds of an infected person.

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Is there a cure?

No. However, there are antiretroviral drug combinations that are available when properly used, result in prolonged survival of people with HIV. Holistic care of people living with HIV-AIDS and comprehensive treatment of opportunistic infections also dramatically improve quality of life.

III. COVERAGE

This Program shall apply to all employees regardless of their employment status.

IV. GUIDELINES

A. Preventive Strategies

1. Conduct of HIV/AIDS education

a. *Who will conduct?*

The designated DOH accredited medical clinic/s in coordination with the Health and Safety Committee shall conduct HIV-AIDS education to all employees for free. This shall also form part of the on-boarding of newly hired employees. The standardized information package developed by the Department of Labor and Employment (DOLE) may be used for this purpose.

b. *How will it be conducted?*

The HIV-AIDS education will be conducted through distribution and posting of Information, Education and Communication (IEC) materials, lectures, counseling and training and information on adherence to standard or universal precautions in the workplace.

2. Screening, Diagnosis, Treatment and Referral to Health Care Services

a. Screening for HIV as a prerequisite to employment is not mandatory.

b. DWC shall encourage positive health seeking behavior through Voluntary Counseling and Testing.

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- c. DWC shall establish a referral system and provide access to diagnostic and treatment services for its workers. Referral to Social Hygiene Clinics of LGU for HIV screening shall be facilitated by the Company's Chief Compliance Officer.

B. Social Policy

1. Non-Discriminatory Policies and Practices

- a. Discrimination in any form from pre-employment to post- employment, including hiring, promotion or assignment, termination of employment based on the actual, perceived or suspected HIV status of an individual is prohibited.
- b. Workplace management of sick employees shall not differ from that of any other illnesses.
- c. Discriminatory act done by an officer or an employee against their co-officer or co-employee shall likewise be penalized in accordance with the DWC Code of Conduct.

2. Confidentiality/Non-Disclosure Policy

- a. Access to personal records relating to a worker's HIV status shall be bound by the rules of confidentiality consistent with provisions of R.A. 8504 and the ILO Code of Practice.
- b. Job applicants and workers need not disclose their HIV/AIDS status and other related medical information.
- c. Co-employees are not obliged to reveal any personal information relating to HIV/AIDS status of fellow workers.

3. Work Accommodations and Arrangements

- a. DWC shall take measures to reasonably accommodate employees with AIDS related illnesses.
- b. Agreements may be made with the Company to support workers with HIV/AIDS such as flexible leave arrangements, rescheduling of work hours and arrangements for return to work.

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V. ROLES AND RESPONSIBILITIES OF DWC AND EMPLOYEES

A. DWC's Responsibilities

1. DWC, through its Chief Compliance Officer, Health and Safety personnel, as well as the Security Officer, shall be responsible for developing, implementing, monitoring, and evaluating the workplace policies and programs on HIV/AIDS. This shall be conducted annually and a report with the corresponding recommendations shall be submitted to the Chief Compliance Officer.
2. Provide information, education, and training on HIV/AIDS once a year for its workforce during its Town Hall meetings as well as its on-boarding for new hires.
3. Ensure non-discriminatory practices in the workplace and that the policies and programs adhere to existing laws and regulations.
4. Ensure confidentiality of the health of the employees and the access to medical records be limited to the Chief Compliance Officer.
5. The Compliance Office shall see to it that the company policies and programs are adequately funded and made known to all employees.
6. The Health and Safety Committee shall review the policies and programs and continue to ensure improvement by networking with government organization promoting HIV prevention.

B. Employee's Responsibilities

1. The committees within the properties shall undertake an active role in educating and training their colleagues on HIV prevention and control. They are tasked with promoting a healthy lifestyle with emphasis on avoiding high risk behavior and other risk factors that expose employees to increased risk of HIV infection.
2. Employees shall practice non-discriminatory acts against co-employees.
3. Non-authorized employees shall not be given access to health records of employees with HIV status. Violation of this policy shall be in accordance with the Code of Conduct.

